



How to Locate Incomplete CCFA Attendance



- **Login to CCFA**
- **Go to "Submit Monthly Billing" under the Provider menu.**
- **The "Billing Status" must say "complete". If it does not, a hyperlink will appear for the service month;**
- **click that link to view the attendance, and**
- **click "Save and Review" for the list of children whose attendance is incomplete.**

Submit Monthly Billing



This page displays the Invoice Summary with Placement counts and the Incomplete attendance record counts. Click on the blue link to get to the Attendance page.

You must start with the earliest service month. In the example below, that is 10/1/2015

The screenshot shows the UAT (Universal Access Tool) interface for the Department of Early Education and Care. The header includes the state seal of Massachusetts, the text 'UAT', and the department name. A navigation bar contains links for Home, Intake, Provider, Billing, Admin, Reports, and Help. The main content area is titled 'Invoice Summary' and contains a 'Monthly Billing' section. This section includes a dropdown menu for 'Provider' (set to '1 selected'), the name 'Mystic Learning Center', the program number '300756', and the provider address '530 MYSTIC AVE RM 103 Somerville Massachusetts 02145'. Below this information is a table with six columns: Service Month, Billing Status, Placement Count, Incomplete Attendance, Invoice Amount, and Service Month Amount. The table lists data for service months from 12/1/2015 down to 7/1/2015. The row for 10/1/2015 is highlighted with a blue link. The browser's status bar at the bottom shows a 100% zoom level.

Service Month	Billing Status	Placement Count	Incomplete Attendance	Invoice Amount	Service Month Amount
12/1/2015	Incomplete	29	29	0.00	0.00
11/1/2015	Incomplete	35	1	0.00	0.00
10/1/2015	Incomplete	32	1	0.00	0.00
9/1/2015	Ready To Submit	41	0	0.00	0.00
8/1/2015	Ready To Submit	32	0	0.00	16616.42
7/1/2015	Ready To Submit	33	0	0.00	18095.60

To find the Records with Incomplete Attendance



When Save and Review is selected on the attendance page, CCFA starts the validation for attendance and displays reasons preventing attendance from advancing to the next step.

The screenshot shows the CCFA attendance page. At the top, it displays '(C-SUP) 07/01/15 - 11/21/15 Center-Based After School Only (INTERMITTENT)' and 'Mystic Learning Center'. There are several status indicators and a table of attendance counts: IFT: 0, UA: 0, 6M: 5, 6MBS: 0, EA: 0, 6MAS: 0, IFUA: 0, IPEA: 0, and IPUA: 0. A red arrow points to the 'Save and Review' button. Below the button are 'Save' and 'Cancel' buttons. At the bottom, there is a footer with '© 2016 Commonwealth of Massachusetts - CCFA - Version 1.1.0.0' and links for 'Site Policies' and 'Contact Us'.

A message displays the name of the child (ren) with incomplete or inaccurate attendance .

Use Filter by to search and find a specific child.

Complete or correct the attendance, Save and Review and repeat these steps for each service month showing incomplete attendance.

The screenshot shows a message box titled '1 placement(s) failed to submit'. Below the title, it says 'Attention' and then '■ VELASQUEZ, CAMILA has incomplete or inaccurate attendance.' A red arrow points to the message. At the bottom right, there is an 'Understood' button.

The screenshot shows the CCFA attendance page with the 'Service Month' dropdown set to 'October 2015'. Below the dropdown, there are links for '1', '2', '3', '4', '5', and '>> Show Legend'. The 'Show' dropdown is set to '10' entries. The 'Filter by' dropdown is set to 'Ca'. Below the filter, there is a table with columns: Child, Provider, Sun 27, Mon 28, Tue 29, Wed 30, Thu 1, Fri 2, Sat 3, and Month Totals. The first row of the table is for 'VELASQUEZ, CAMILA'.

Child	Provider	Sun 27	Mon 28	Tue 29	Wed 30	Thu 1	Fri 2	Sat 3	Month Totals
VELASQUEZ, CAMILA									